



Associate Opportunities

An Equal Opportunity Employer
Supporting a Drug Free Workplace
EOE/AA/M/F/D/V

JOB OPPORTUNITIES FOR THE WEEK OF 11/1/2013 THROUGH 11/7/2013

♦ 2900 CHINDEN BLVD. BOISE, ID 83714 ♦ (208) 343-1871 ♦ Job Line (208) 331-4950

Applications are accepted ONLY for positions identified on this listing not on hold
All full time positions include medical, dental, vision, life, and 401(k).
Applications are accepted M-F 8-5 in the Human Resources Office.
Drug Testing and Background Investigations are a condition of employment.
Applications must be filled out COMPLETELY to be considered.
Applications will be considered only if minimum qualifications are met.
See a Human Resources Representative if you have any questions or need assistance.

FRONT OFFICE

FRONT OFFICE MANAGER- SALARY DOE -FT. Responsible for overseeing all facets of the guest experience, and ensuring a positive first and last impression of their stay. Oversee Front Desk Agent and Night Auditor overall performance and appearance. Oversee Bellman/Shuttle Driver overall performance and appearance. Responsible for inventory and revenue management. Managing Guest satisfaction, and resolving Guest issues through exceptional Customer Service. Oversee the training, evaluation, and ongoing development of all Front Desk, Reservations, Night Audit and Bellman/Driver staff members. Development and implementation of programs to ensure consistent and exceptional Guest service. Immediately responding to and resolving Guest issues. Scheduling for all Front Office positions. Upholding all organizational policies and procedures. Preparing daily and weekly inventory and revenue forecasts and department budgeting. Communicating and coordinating with other department Managers and staff members. Managing all aspects of the Hotel's Property Management System, including group profiles and inventory. Manage Front Office incentive programs. Participate in the Hotel's Manager on Duty (MOD) program.

MINIMUM QUALIFICATIONS: HIGH LEVEL OF PROFESSIONALISM, EXCELLENT COMMUNICATION SKILLS (BOTH ORAL AND WRITTEN), STRONG LEADERSHIP CAPABILITIES, AND A DETAIL-ORIENTED NATURE. HIGH DEGREE OF INTEGRITY AND ACCOUNTABILITY. STRONG ORGANIZATIONAL SKILLS AND ABILITY TO WORK INDEPENDENTLY. ABILITY TO REPRESENT SENIOR MANAGEMENT AND OWNERSHIP BY MAKING A GOOD IMPRESSION AND SOUND BUSINESS DECISIONS. THREE YEARS OF SUPERVISORY EXPERIENCE WITH FIVE OR MORE DIRECT REPORTS IS REQUIRED. HOTEL MANAGEMENT EXPERIENCE IS PREFERRED. COLLEGE DEGREE IS PREFERRED. ABILITY TO WORK NIGHTS, ANY DAY OF THE WEEK, AND HOLIDAYS. STRONG CONFLICT RESOLUTION SKILLS. EXCELLENT COMPUTER SKILLS. RELIABLE VEHICLE AND DRIVER'S LICENSE. ABILITY TO SIT, STAND AND WALK FOR PROLONGED PERIODS OF TIME.

ENGINEERING

LEAD MECHANIC – FT - \$12.00/HR - \$12.60/HR AFTER 90 DAYS To provide advanced technical repairs and maintenance to all hotel systems, equipment and physical features. Repairs and maintains all food production and related kitchen equipment. Repairs and maintains all laundry equipment. Repairs and maintains all ice machines and refrigeration systems. Repairs and maintains all boilers and plumbing systems. Tests, operates and maintains building emergency systems. Maintains accurate records of all work performed. Provides for a safe work environment by following all safety and security procedures and rules. Supervises other personnel when needed.

BANQUETS

BANQUET CAPTAIN FT \$11.45/HR – \$12.00/HR AFTER 90 DAYS. Able to lead, supervise, and communicate with guest contacts. Serve guests during banquet functions. Help with set-up and clean-up. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS: MINIMUM ONE YEAR OF BANQUET/RESTAURANT EXPERIENCE. SUPERVISORY EXPERIENCE PREFERRED. MUST BE ABLE TO CARRY A TRAY WITH 10 ENTREES. MUST BE ABLE TO LIFT AT LEAST 30 POUNDS. MUST HAVE NEAT, CLEAN APPEARANCE AND ABLE TO FUNCTION AS A MEMBER OF A TEAM. MUST BE ABLE TO STAND AND WALK FOR LONG PERIODS OF TIME IN A FAST PACED ENVIRONMENT. MUST BE ABLE TO READ AND COMPREHEND BANQUET CONTRACTS. MUST BE HIGHLY FLEXIBLE IN SCHEDULING INCLUDING NIGHTS, WEEKENDS, & HOLIDAYS. MUST POSSESS EXCELLENT CUSTOMER SERVICE SKILLS AND MAINTAIN A POSITIVE ATTITUDE. TIPS CERTIFICATION PREFERRED.

BANQUET SERVER PT \$8.65/HR - \$9.00/HR after 90 days*. Set up function rooms to included setting tables, decorations, service stations, etc. Serve food (sit-down) and replenish food (buffet, hors d'oeuvres) as directed, in a timely manner. Keep manager aware of any potential problems. Accommodate all reasonable requests by guests in a timely and hospitable manner. Clean function room, clear dishes, food, linens and decorations. Other responsibilities as direct by supervisor.

MINIMUM QUALIFICATIONS: MINIMUM SIX MONTHS SERVING EXPERIENCE REQUIRED, BANQUET SERVICE PREFERRED. MUST BE ABLE TO CARRY TRAY WITH 10 ENTREES. MUST BE ABLE TO LIFT AT LEAST 30 POUNDS. MUST HAVE NEAT, CLEAN APPEARANCE AND ABLE TO FUNCTION AS A MEMBER OF A TEAM. MUST BE ABLE TO STAND AND WALK FOR LONG PERIODS OF TIME IN A FAST PACED ENVIRONMENT. MUST BE ABLE TO READ AND COMPREHEND BANQUET CONTRACTS. MUST BE HIGHLY FLEXIBLE IN SCHEDULING INCLUDING NIGHTS, WEEKENDS, & HOLIDAYS. MUST POSSESS EXCELLENT CUSTOMER SERVICE SKILLS AND MAINTAIN A POSITIVE ATTITUDE. TIPS CERTIFICATION PREFERRED.

BANQUET HOUSE PERSON PT \$8.35/HR - \$8.65/HR after 90 days*. **HOURS: 3pm to 12am(may require staying later).** Service all function rooms as follows: rooms are set according to banquet event order specifications, breakdown of rooms after functions. Insure public areas adjacent to banquet rooms are clean and presentable. Service coffee breaks to include set-up and clean up. Respond to guest request to insure optimal guest satisfaction. Other duties as directed by supervisor.

MINIMUM QUALIFICATIONS: MINIMUM OF SIX MONTHS CUSTOMER SERVICE EXPERIENCE REQUIRED, STABLE, DEPENDABLE WORK RECORD REQUIRED. MUST BE IN GOOD PHYSICAL CONDITION WITH A NEAT, WELL-GROOMED APPEARANCE. . MUST BE ABLE TO COMMUNICATE EFFECTIVELY AND READ BANQUET CONTRACTS. MUST BE ABLE TO LIFT MINIMUM OF 50 POUNDS. MUST BE WILLING TO WORK LATE EVENINGS BEYOND MIDNIGHT. MUST BE HIGHLY FLEXIBLE IN SCHEDULING INCLUDING NIGHTS, WEEKENDS, & HOLIDAYS. MUST POSSESS EXCELLENT CUSTOMER SERVICE SKILLS AND MAINTAIN A POSITIVE ATTITUDE

FOOD & BEVERAGE

RESTAURANT SUPERVISOR FT- WAGE DOE Trains restaurant associates. Assists Restaurant Manager in scheduling, evaluating performance, and maintaining inventory. Fill in for positions as necessary.

MINIMUM QUALIFICATIONS: MINIMUM ONE YEAR EXPERIENCE IN A SUPERVISORY POSITION. MINIMUM OF TWO YEARS FOOD SERVICE EXPERIENCE. MUST BE ABLE TO STAND FOR LONG PERIODS OF TIME AND WALK LONG DISTANCES. MUST BE ABLE TO LIFT AND CARRY A MINIMUM OF 30 POUNDS. MUST BE HIGHLY FLEXIBLE IN SCHEDULING INCLUDING NIGHTS, WEEKENDS, & HOLIDAYS. TIPS CERTIFICATION PREFERRED.

BAKER SUPERVISOR FT – WAGE DOE. Prepare and cook food according to recipes, quality and presentation standards, and food prep checklists. Prepare ingredients for cooking, including portioning, chopping, and storing food before use. Safely and appropriately use baking and measuring tools/equipment/appliances to prepare baked foods. Follow and ensure compliance with food safety handling policies and procedures. Check and ensure correct temperatures of kitchen appliances and food, and report issues to management. Clean, organize, stock, and rotate all work areas and other duties as assigned by supervisors.

MINIMUM QUALIFICATIONS: MINIMUM ONE YEAR HIGH VOLUME/HIGH QUALITY COOKING EXPERIENCE REQUIRED. MUST BE TEAM ORIENTED, SELF MOTIVATED, AND ENERGETIC. MUST HAVE A PROFESSIONAL APPEARANCE AND BEHAVIOR. ABILITY TO PERFORM BASIC BAKING SKILLS AND HAVE BASIC KNIFE SKILLS. MUST BE ABLE TO READ & PRODUCE ORDERS AS PLACED. MUST BE FLEXIBLE IN SCHEDULING, HOURS WILL VARY. ABLE TO WORK NIGHTS, WEEKENDS, & HOLIDAYS.